



INSTITUTE OF LOCAL GOVERNMENT STUDIES

Building Capacity for Local Governance

EXECUTIVE SEARCH: DIRECTOR, ILGS

The Institute of Local Government Studies (ILGS) is mandated to build the managerial and administrative capacities of staff and members of Regional Coordinating Councils (RCCs), Metropolitan, Municipal and District Assemblies (MMDAs) as well as other persons or bodies interested in governance and leadership. It currently offers a suite of relevant postgraduate and undergraduate academic programmes of approved content and standard. The Institute is motivated to pursue its mandate with a business development and entrepreneurial orientation.

Applications are invited from suitably qualified persons for appointment as **Director of the Institute**.

The Position

The Director is:

- a. the principal administrative, academic head and chief executive of the Institute and is accountable to the ILGS Council;
- b. the chief disciplinary officer of the Institute and exercises general authority over the academic and administrative staff as provided in the ILGS Act and Statutes;
- c. responsible for setting and implementing the agenda of the Institute's strategic direction as approved by the ILGS Council, initiating the direction of the academic and research activities and protection of the integrity of the Institute;
- d. responsible for providing overall coordination of policy and programmes implementation across the Institute's Campuses;
- e. responsible for financial resource mobilisation and providing leadership in fund raising activities of the Institute;
- f. responsible for the management of the budget and resources of the Institute within the approved estimates and advise the Council on matters affecting effective delivery of policies, finance, governance and administration of the Institute;
- g. responsible for marketing the institute nationally and internationally by promoting collaboration with national and international partners and ensures smooth stakeholder engagements;
- h. responsible for providing the Council with returns, statutory reports including annual report and other relevant information that the Council may require and;
- i. required to perform any other duties that may be assigned from time to time by the Council or Minister for the time being responsibility for local government.

The Person

The candidate must

- a. hold a PhD degree in Public Administration, Local Government Administration or in any other relevant discipline from a reputable University.
- b. be a member of a recognized professional body.
- c. have at least minimum of 15 years relevant working experience, five years of which must have been in senior management position in a similar institute.

- d. must be able to serve a full **five-year** Term of Office before attaining the compulsory retiring age of **sixty (60)**.
- e. have wide experience and knowledge in tertiary education administration and management.

Competencies/ Skills

- Good leadership, mentoring and team player
- Good knowledge in local governance and public administration
- Analytical, networking and negotiation skills
- Fund raising skills
- Strategy formulation, planning, coordinating, monitoring and management skills
- Computer literacy
- Good human relations, communication and presentation skills
- Creativity and innovation
- Quantitative and qualitative research skills
- Self-management and self-motivation capacities
- Results oriented

Terms of appointment

- The appointment will be for five (5) years in the first instance, and may be renewed for a further five (5) year term only.
- Duty post is Accra.
- Remuneration is attractive.

Mode of Application

Qualified candidates should submit application letters indicating how his/her qualification(s) and experience match the requirement of the position together with the following:

- Curriculum Vitae with full contact information of two (2) referees;
- Two page vision statement;
- Photocopies of relevant certificates and other supporting documents;
- At least two samples of publications and;
- Application form may be downloaded from the Institute's website: www.ilgs-edu.org;

Deadline for submission of Applications:

The deadline for submission of applications is **24th July, 2018 by 5.00pm.**

Addressed to:

**The Secretary,
Search Committee
Institute of Local Government Studies
P.O. Box LG 549,
Legon-Accra**

Delivery should be by courier or personal delivery and electronic (soft copy) version should be forwarded to: search@ilgs-edu.org.

Only shortlisted candidates will be contacted.